

POSITION TITLE: INSPECTOR V -
Packing Plant Quality Control

DEPARTMENT: Agribusiness, Land and Minerals

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CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: Matt Demny DATE: 6/28/2012

POSITION #: 023109

I. JOB SUMMARY

Performs complex inspection work. Work involves conducting inspections and quality assurance reviews to ensure compliance with laws, regulations, and agency policies. Works under general supervision with moderate latitude for the use of initiative and independent judgment.

II. ESSENTIAL FUNCTIONS

- A. Conducts packing plant inspections for quality control and ensures compliance with plant standards, codes, and state laws; makes recommendations for correction and proper disposition of violations noted during inspections; and conducts follow-up inspections to ensure that standards are being met and corrective action is taken.
- B. Implements a program of inspections and enforcement of various laws and regulations within the packing plant; responds to and investigates complaints related to packing plant products; researches and identifies the causes of violations; and prepares related reports and correspondence.
- C. Reviews and implements a quality control system; assists in evaluating packing plant programs and procedures; develops recommendations for improvements in packing plant programs; and monitors and updates operating procedures.
- D. Trains and supervises offenders.
- E. Maintains the security of assigned offenders.
- * Performs a variety of marginal duties not listed, to be determined and assigned as needed.

III. MINIMUM QUALIFICATIONS

- A. Education, Experience, and Training
 1. Graduation from an accredited senior high school or equivalent or GED.
 2. Three years full-time, wage-earning experience in quality assurance or inspection in a meat processing operation. Thirty semester hours from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE) may be substituted for each year of experience on a year-for-year basis.

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

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B. Knowledge and Skills

1. Knowledge of state and federal laws, rules, regulations, and guidelines related to food processing.
2. Knowledge of the principles and methods of meat inspection quality control procedures.
3. Knowledge of standard food packing plant practices and procedures.
4. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
5. Skill in analyzing calculations, specifications, reports, records, and testing requirements for all meats and meat products.
6. Skill to communicate ideas and instructions clearly and concisely.
7. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
8. Skill to interpret and apply rules, regulations, policies, and procedures.
9. Skill in problem-solving techniques.
10. Skill to train and supervise the work of offenders.

IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION

- A. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, climb stairs, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry 15-44 lbs., perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside and outside, working around machines with moving parts and moving objects, working around moving objects or vehicles, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, excessive heat, cold, dampness and chill, constant noise, slippery uneven walking surfaces, working on ladders or scaffolding, vibration, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, typewriter, calculator, copier, fax machine, telephone, meat product testing/inspection equipment, and automobile.